



D4 Small Business Council Meeting Minutes

DATE: October 21, 2014

TIME: 1:00- 1:50pm

LOCATION: District 4, Mountain View Conference Room, 111 Grand Ave., Oakland, CA

D4 CALTRANS STAFF:

Bijan Sartipi, District Director
Dan McElhinney, Chief DDD
Ali Banani, DDD Program / Project Mgmt
Bob Finney, DDD Construction
Premjit Rai, DDD, Administration
Kim Byrne, Office of Business Mgmt
George Crosby, Small Business Manager
Romy Fuentes, A&E Program
Adriana Harris, Small Business Program
Damien Harris, Office of Business Mgmt
Osayahde Nesbitt, Small Business Program
Stanley Ng, Maintenance
Ray Pang, Construction

HQ/AGENCY STAFF

Michele Hoffman, HQ OBEO
Loi Tran, HQ OBEO (phone)

MEMBERS (Present/Absent)

Arvin Chaudhary (P)
Marie Roberts De La Parra (P)
Paul Guerrero (P)
Diana LaCome (P)
Eddy Lau (P)
Peter Ramirez (A)

ALTERNATES (Present/Absent)

Etta Jones (A)
Michael Price (A)
Miguel Barrigan (A)
Leslie Sakai (P)
Anthony DeVenuta (A)

REPRESENTING

ACEC CA
OAACC - WRSDC
La Raza Roundtable
NCA
AAAE
SDVOC

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GUESTS:

none

Item #1: Introductions

District 4 Director Bijan Sartipi welcomed everyone to the October meeting, and the attendees introduced themselves.

Item #2: Approval of Minutes

June 17, 2014 & August 19, 2014 Minutes:

Motion: Ms. Diana LaCome. Second: Mr. Paul Guerrero. Opposed: None; Approved by consensus.

Item #3: District 4 Updates

Construction Update:

Mr. Sartipi introduced Mr. Ray Pang to provide the Construction update. Ms. LaCome asked how long the Bay Bridge Project EA #013521 would be, and Mr. Pang said 650 working days, which is about 2.5 years. In the Projects Bid Opened / Currently Awaiting Award section, Mr. Pang noted that the projects are coming in very close to engineer's estimate. In the Projects Awarded section, Mr. Pang highlighted that the projects met or exceeded their goals. Mr. Pang also reminded the council that the process had changed for quality assurance review, and the title of that section has changed to PS&E Completed, Under Quality Assurance Review (Not RTL Yet). Ms. LaCome asked how much time would be saved with

the new process, and Mr. Pang said 1 to 2 months' savings are expected. Mr. Sartipi said that the new process would be reviewed to monitor savings and other benefits.

Maintenance Update:

Mr. Sartipi introduced Mr. Stanley Ng who provided the Maintenance report. Mr. Ng introduced a set of charts tracking District Office FLS/BMS Project EA #0J7804. He noted that so far 37% of expended funds had gone to SBEs and a fraction of a percent to DVBEs. Regarding the SBE utilization report for Director's Orders Force Account, Ms. LaCome asked why there are not more awards to DVBEs, and Mr. Sartipi said that an effort is made to find DVBEs for available work but the number of contractors capable of being primes wasn't there. Mr. Sartipi pointed out other projects that have DVBE subcontractors. Mr. Sartipi said that there is still time to increase the percentage of SBE awards since it is only the 2nd quarter.

Design Update:

Mr. Sartipi provided the Design report on behalf of Ms. Culik-Caro. Mr. Sartipi said that there were no changes from last month on the Minor B report. He noted that the blue font reflects the changes on the Proposed Projects Under \$281K report.

A&E Update:

Mr. Sartipi introduced Mr. Romy Fuentes who presented the A&E report. Mr. Fuentes announced the Calmentor meeting which will be on 10/30/14 at the Caltrans District Office, 111 Grand Avenue in Oakland. The flyers were in the meeting folders. Mr. Fuentes pointed out the link for registration, and said that a successful former protégé will be making a presentation. Referring to the Recently Executed A&E Contracts, he said that 10 out of 12 contracts had been awarded to former Calmentor members. Mr. Fuentes highlighted that primes Alta Vista (DVBE) and Hana Group (SBE) were former Calmentor protégés. Referring to the DBE Utilization Quarterly Report, Mr. Fuentes requested that 4 of the expired contracts be removed (#s 04A2311, 04A2312, 04A2889, and 04A3324), and the council agreed. Mr. Fuentes reported that D4 had achieved 21.10% Non-UDBE, 10.18% UDBE, and 30.22% DBE, exceeding both proposed and statewide goals. Referring to the SBE & DBE Utilization Quarterly Report, Mr. Fuentes said that D4 had achieved 18.3% DVBE and 36.62% SBE, exceeding both proposed and statewide goals. Mr. Sartipi said that the D4 proposed DVBE goal is too low at 4.63%. He said that it should be closer to what D4 can achieve, but at least even with the 5% statewide goal. Mr. Fuentes said that he will recommend to the contract managers that they increase the goal. Mr. Arvin Chaudhary noted the recent trend that larger companies are bidding on smaller (\$3M and less) contracts. He also said there are cases where larger companies do not use subs on the team and then do not meet the goals. Regarding the upcoming contract #04NEW453-14, Mr. Chaudhary asked whether the contract amount could be reduced since \$3M does not seem realistic based on the workload coming up in construction. He asked whether a \$1M wouldn't be more realistic. Mr. Chaudhary said that a smaller contract amount would make the contract less attractive to large firms. Mr. Sartipi asked Mr. Bob Finney and Mr. Ali Banani to discuss and consider Mr. Chaudhary's suggestion.

District 4 Small Business Update:

Mr. Sartipi introduced Mr. George Crosby to present the Small Business report. Mr. Crosby drew the council's attention to the list of 8 upcoming projects for FY 14/15 that will be having mandatory pre-bid outreach events. Mr. Crosby said that the dates for the outreach events would be set once the bid opening dates are announced. Mr. Finney pointed out that there was a typo on the proposed capital

APPROVED 12-16-2014

cost for 04-26409. He estimated that it should be \$3, 8155, not \$3,815. Mr. McElhinney said that the error would be corrected. Mr. Crosby announced that there will be a Procurement Fair on 10/28 and showed the council the flyer and the list of products and services. Mr. Crosby asked that the council members share it with their contacts. He said that there had been a training on 10/16 by DPAC for the cardholders to prepare them for the fair, and Mr. Sartipi said that he sent out a memo encouraging all of the Divisions to participate.

Item #4: Review of Action Items

Mr. Premjit Rai reported that there were no open action items.

Item #5: New Business

Mr. Sartipi introduced Ms. Michelle Hoffman from OBEO. She said that Mr. Loi Tran was on the phone. She said that on 10/3 new rules about the U.S. DOT DBE program were published in the *Federal Register*, and OBEO is working diligently to meet the deadline of 11/3. Ms. Hoffman said that this FFY the DBE goal is 11.6%. She said that last fiscal year Caltrans reached 28% for SBEs and 3.8% for DVBES. Ms. Hoffman encouraged the council to make SARA nominations by 11/14. Mr. Tran said that the rules cover certification standards and can be found on the Civil Rights page located at <http://www.civilrights.dot.gov>.

Item #6: Adjourn

Mr. Sartipi adjourned the October meeting and said that the next meeting would be on Tuesday, December 16, 2014.

District 4 Small Business Council Action Items as of October 21, 2014:

No. / Starting Date / Assignee	Item & Notes
	<i>There are no pending action items.</i>